



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROPERTY MANAGEMENT BRANCH MANAGER

Job Number: 20001709

Job Code: 92300V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages a property management branch in the Finance and Administration Cabinet with state government responsibility in the acquisition, sale or disposal or leasing of real property, the sale or disposal of personal property, space management or in the maintenance of state real and personal property inventories; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in public or business administration, management, real estate or a related field.

EXPERIENCE:

Must have four years of experience in property analysis/evaluation.

Substitute EDUCATION for EXPERIENCE:

Graduate training in property analysis/evaluation or a related field will substitute for one year of the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in property analysis/evaluation or a related field will substitute for the bachelor's degree on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages employees in the Finance and Administration Cabinet property management program with state government responsibility. Implements and administers department policies and procedures in the acquisition, sale or leasing of real property, personal property, space management or the maintenance of state real and personal property inventories. Assists state agencies, governmental entities and property owners in the acquisition, use and disposal of real and personal property. Ensures the compliance with all state laws, rules and regulations concerning real and personal property. Provides training to program staff. Provides technical assistance to all entities. Ensures that all records and documentation are complete. Prepares program reports.

UNIQUE PHYSICAL REQUIREMENTS:

May be required to lift items.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title will be required to visit property sites. Inspect and write reports on the construction site.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.